

Thesis Checklist

The following checklist is provided as a tool to check the format of a thesis. Note: The format of each thesis may vary.

- Title Page**
Use professional font; Includes the following: Title, Student name, “Thesis Submitted in Partial Fulfillment”, Degree, University, Date
- Acceptance Sheet**
May be signed or unsigned.
- Dedication** (*optional*)
- Abstract – Required**
Must be between 150 -300 words.
- Table of contents**
Look for consistency; Paragraph and selection headings should be included.
- Appendices**
Look for consistency; Make sure all appendices are referenced and correctly labeled in the paper.
- List of tables** (*If any tables*)
Look for consistency; Make sure all tables are referenced and correctly labeled in the paper.
- List of figures** (*If any figures*)
Look for consistency; Make sure all figures are referenced and correctly labeled in the paper.
- Author Interpretation**
Avoid “Stacking” – multiple citations/ summarizations without current author’s interpretations.
- Plagiarism check**
- Reference Check**
All references must be cited in text and appear to be relevant.
- Proofing & Editing**
- Formatting Consistencies throughout the paper**